
Generating Reports

Overview

The Report Generator module lets you create, view, print, and change custom reports. Access the Report Generator module by choosing **File - Reports** in the CPND and Station Administration modules.

MAT supplies several standard report forms for reporting MAT data. In addition, the Reports Generator module contains a form editor that lets you create custom report forms or edit existing forms. It also contains a viewer that lets you print reports or browse reports on the screen. A report executor lets you run the reports to the viewer for screen display, to a file, or to a printer. Custom selectable criteria allow you to tailor the report listing.

Reports Considerations

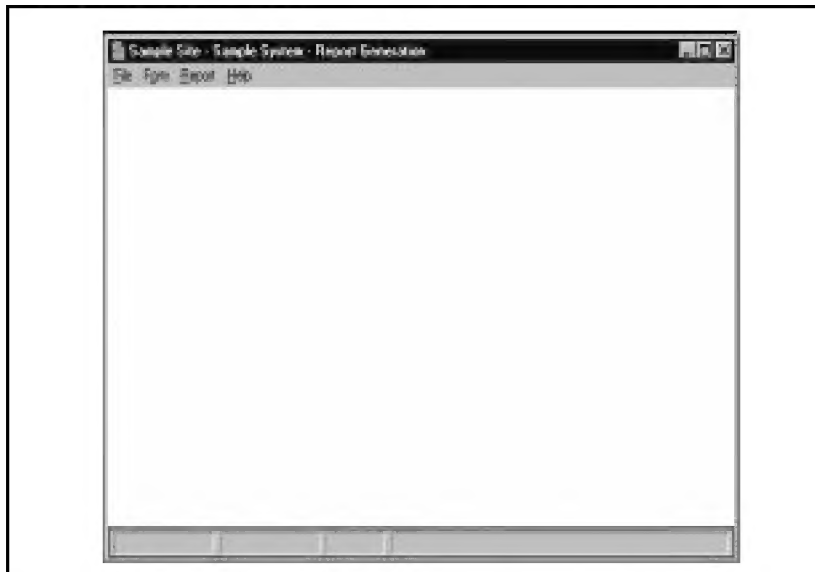
All report activity is performed in the current working directory—the system subdirectory. All forms are stored in this directory with a “.FRM” extension. Exported reports are also saved in this directory and are automatically given a “.TXT” extension. This means that you need supply only the *filename* (up to eight characters) when prompted to save a report to a file.

The MAT Report Generator requires that a printer be configured in the Windows software environment, although it is not necessary for the PC running MAT to be equipped with a printer.

Starting the Reports Function

Choose **File - Reports - Report Generator** in the Station or CPND module to display the MAT Report Generation window appears.

Figure 33
Report Generation window



There is no data in the work area when the window is first displayed. The window contains a menu bar with drop-down menus that let you perform global actions within the Report Generator:

- **File Menu**
- **Form Menu**
- **Report Menu**
- **Help Menu**

File Menu

The only function available from this menu is the following:

Close: Closes the Report Generator.

Forms Menu

This menu lets you choose a current report form or create a new form.

New Report Format...: Lets you design a new form for a report.

Open Existing Report Format...: Lets you open a predefined form for the selected data in the system.

Reports Menu

This menu allows access to the report executor.

Run Report...: Displays a dialog that lets you access a report form that you can run (to the screen, to a printer, or to a file).

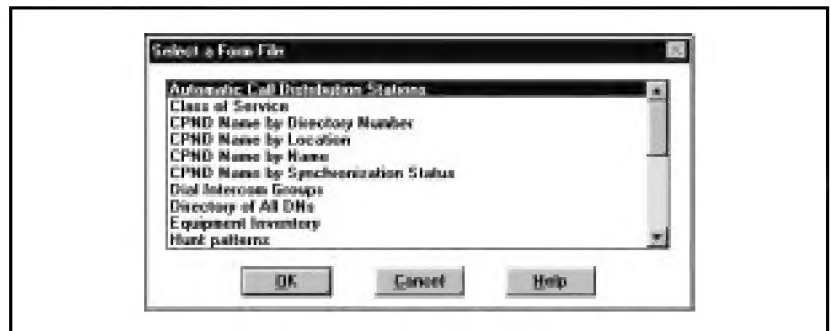
Running Reports

Running a report involves selecting a report to run and selecting a destination for the report. Selection criteria for the records you wish to choose are contained within the report form. If you desire different criteria, you can edit the form or create a new one. See “Report Criteria” on page 115. You can send a report to a viewer for screen display, to a file, or to a printer.

Select a Report

Select a report to run by choosing **Report - Run Report** in the Report Generator. **Run Report** displays a Select a Form File dialog with a single-choice scrollable list of report forms on your system.

Figure 34
Select a Form File dialog



Some reports in the list may be reports you have defined or modified for your needs. Default reports supplied with MAT include:

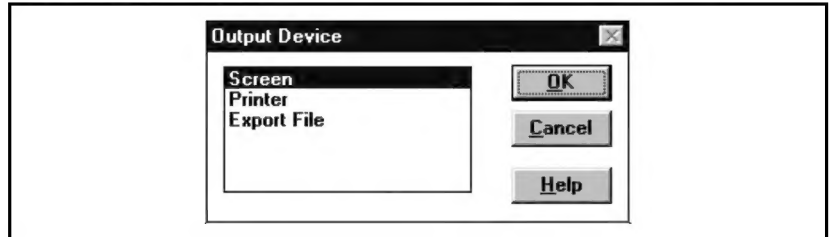
- Automatic Call Distribution Stations
- Class of Service
- Dial Intercom Group
- List of Power Failure Phones
- Message Centers
- Private Line
- Ringing Number Pickup Group
- Speed Call Groups
- System Speed Call Group
- Telephone Directory by Department
- Telephone Directory by Directory Number
- Telephone Directory by Location
- Telephone Directory by TN
- Telephone Directory by Name

The currently selected form is highlighted. Select a form and click **OK** to run a report using the currently selected form.

Select a Destination

When you have selected a form and have chosen **Report - Run Report**, an Output Device dialog provides a list of possible destinations for the report.

Figure 35
Output Device dialog



The dialog displays a list of destinations for the report. See “View Report” on page 87.

- Screen
- Printer
- Export File

Select a destination and click **OK** to run the selected report.

Print Report

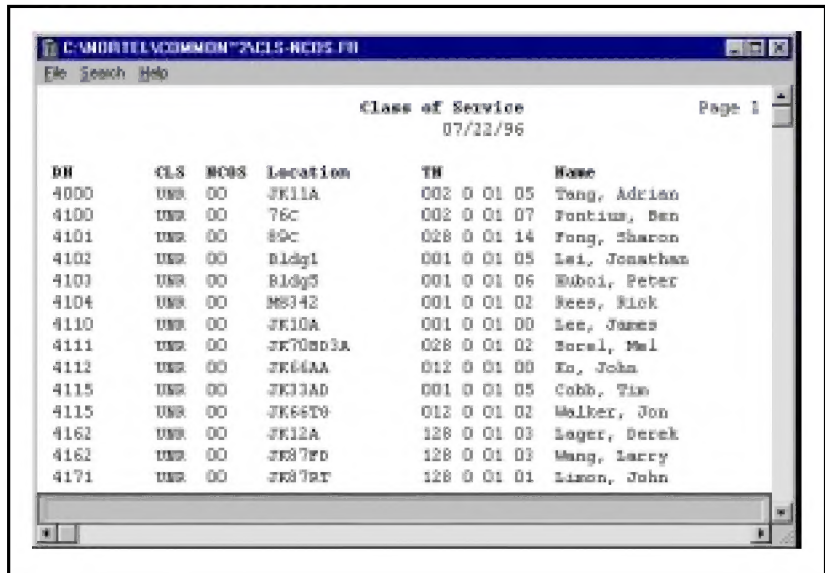
If you selected **Printer** for the report destination, the MAT Report Generator uses the Windows print function to direct the report to its default printer. The default printer for the report is identified in the form when it is created or edited. If you want to check or change the printer destination or setup you must do this from the Form editor before you run the report. Alternately, you can send the report to the screen and print from the viewer.

During printing, a Printing status box is displayed. You can stop the print job by clicking the **Cancel** button. A Report Viewer status box alerts you when the job is finished. Click **OK** to return to the Report Generator.

View Report

If you select **Screen** for the report destination, a viewer appears with the report in the work area.

Figure 36
Example Report in the Viewer



BN	CLS	NCDS	Location	TH	Name
4000	UNR	00	JK11A	002 0 01 05	Tang, Adrian
4100	UNR	00	76c	002 0 01 07	Fontius, Ben
4101	UNR	00	89c	028 0 01 14	Fong, Sharon
4102	UNR	00	Bldg1	001 0 01 05	Lai, Jonathan
4103	UNR	00	Bldg5	001 0 01 06	Hubel, Peter
4104	UNR	00	M8342	001 0 01 02	Rees, Rick
4110	UNR	00	JK10A	001 0 01 00	Lee, James
4111	UNR	00	JK70nd3A	028 0 01 02	Barcl, Mel
4112	UNR	00	JK64AA	012 0 01 00	Lo, John
4115	UNR	00	JK33AD	001 0 01 05	Cobb, Tim
4115	UNR	00	JK66T8	012 0 01 02	Walker, Jon
4162	UNR	00	JK12A	128 0 01 03	Lager, Derek
4162	UNR	00	JK87Fb	128 0 01 03	Mang, Larry
4171	UNR	00	JK87Fb	128 0 01 01	Simon, John

This Viewer has the following menus:

File: lets you display a report summary, print the report, or exit the viewer.

Search: lets you find text contained in the report.

Help: lets you access on-line help for the viewer.

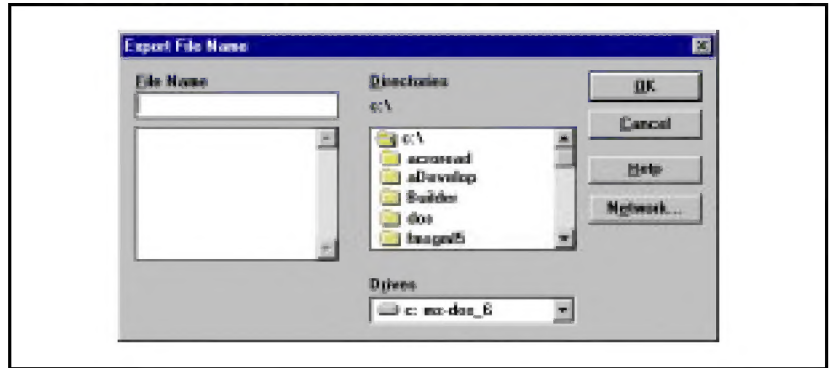
See “The MAT File Viewer” on page 91.

You can print the report from the viewer to the printer defined in the report form, or to a printer you choose from the Viewer. You can also save the report to a file selected from the Viewer.

Export Report

If you chose **Export File** for the report destination, the report output can be saved in a comma-delimited ASCII file. **Export File** displays a dialog that lets you choose a name for the report file.

Figure 37
Export File Name dialog



You can enter a filename up to eight characters. Click **OK** to send the report to the Viewer. See "View Report" on page 87. *Filename.TXT*, a comma-delimited text file with the *Filename* as entered in the text box, is saved to the current PC directory.